

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**



AIR FORCE INSTRUCTION 13-218

AIR FORCE MATERIEL COMMAND

Supplement 1

10 May 1999

Space, Missile, Command and Control

**AIR TRAFFIC SYSTEM EVALUATION
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 13-218, 1 November 1998, is supplemented as follows:

This supplement applies to AFMC activities that operate, administer, and maintain an airfield management/base operation function, an air traffic control (ATC) or navigational aid facility, and includes the operation of a Radar Control Facility (RCF). It does not apply to the Air National Guard or US Air Force Reserve units and members except as outlined in memorandums of understanding. Base-level supplements to this directive require MAJCOM approval and must be forwarded to HQ AFMC/DOA.

1.1.1. HQ AFMC/DOAT develops and controls all ATCALS Maintenance Knowledge Tests.

1.4.2. A Courtesy Copy of ATSEP notification letters will be sent to Operations Support Squadron Commander (OSS/CC), Communications Gp/Sq Commander (CG/CC or CS/CC), CE GP/Sq Commander and Airfield Operations Flight Commander (AOF/CC).

2.3. The ATCALS maintenance team chief or designated representative will brief the Communications Squadron System Flight Commander/Chief of Maintenance (CS/SCM) daily on the progress of the evaluation.

2.4. The ATCALS Maintenance team chief or designated representative will out-brief the ATCALS ATSEP results to the Communications Squadron Commander.

2.5. ATCALS Maintenance Testing and Task Performance Evaluations Procedures.

2.5.1. All ATCALS maintenance technicians will be administered a general knowledge test to gauge the knowledge level of the respective career fields for trend analysis. Testing will be administered to all 3,5,7,9 levels and civilians assigned to ATCALS maintenance AFSCs. HQ AFMC/DOAT develops, distributes, and administers written tests.

2.5.2. Maintenance technicians will be given a task performance evaluation to measure their proficiency and develop performance trend analysis.

2.5.3. The CS/SCM and appropriate work center supervisor will be briefed on the test and evaluation results.

3.5. (ADDED) ATSEP Observations and Special Interest Items (SIIs) will be closed using the following guidance:

3.5.1. ATSEP Observations/SIIs. The OPR for closing the observation/SII will prepare an AF Form 1768, Staff Summary Sheet (SSS). OPRs will submit a SSS for each individual Observation or SII closure request (1 Observation per SSS). See example at Attachment 1. Routing will be as follows:

- From OPR for closing the ATSEP observation to the AOF/CC for coordination. *All Observations from outside the AOF will be coordinated through the appropriate squadron level prior to being submitted to the AOF/CC.*
- Then, to the OSS/CC for coordination.
- Then, to the OG/CC or ABW/CC for coordination.
- The package will then be forwarded to HQ AFMC/DOA for coordination.
- Then, to HQ AFMC/DO for closure approval.

NOTE:

Tab all supporting data and documentation. This information must support closure of the ATSEP observation. Packages must also include excerpts from the Airfield Operations Board where closure was requested.

3.5.2. The AOF/CC or the OG/CC may electronically transmit the required documentation. If this method is used, e-mail all documentation to hqafmc.doa@wpafb.af.mil.

4.1. AFMC ATCALs Maintenance Team Members **will not** evaluate Temperature Dewpoint Set (AN/FMQ-8), Wind Speed and Direction Set (AN/FMQ-13), and NEXRAD checklist during the compliance evaluation.

4.4. (ADDED) ATSEP Problems will be closed using the following procedures:

4.4.1. Once corrected, the OPR for the problem will submit appropriate documentation to the AOF/CC for coordination, then to the OSS/CC for concurrence. The OSS/CC will forward a written request for closure of ATSEP problems to HQ AFMC/DOA. Maintenance/ATCALs problems will be coordinated through the CS/CC prior to being submitted to the AOF/CC. The format in AFI 13-218 shall be used. All accompanying data or correspondence that support closure of the ATSEP item shall be an attachment to the closure request.

4.4.2. The AOF/CC or the OSS/CC may electronically transmit the required documentation. If this method is used, e-mail all documents to hqafmc.doa@wpafb.af.mil.

5.2.1.2.1. (ADDED) The executive summary will identify each functional area (AOM, AM, ATC, TE, AUAS, MP, and ATCALS) as Outstanding, Excellent, Satisfactory, Marginal, or Unsatisfactory based upon the aggregate number and severity of Observations, UNSAT/SAT SIIs, and number of Problems identified.

WILBERT D. PEARSON, JR, BRIG GEN, USAF
Director of Operations.

Attachment 1
SAMPLE STAFF SUMMARY SHEET

STAFF SUMMARY SHEET							
	TO	ACTION	SIGNATURE (<i>Surname</i>), GRADE AND DATE		TO	ACTION	SIGNATURE (<i>Surname</i>), GRADE AND DATE
1	CS/CC	Coord		6	AFMC/DO	Approval	
2	AOF/CC	Coord		7			
3	OSS/CC	Coord		8			
4	OG/CC ABW/CC	Coord		9			
5	AFMC/ DOA	Coord		10			
SURNAME OF ACTION OFFICER AND GRADE			SYMBOL		PHONE		TYPIST'S INITIALS
Goodguy, CMSgt			00 CS/SCMR		9-1212		rg
SUBJECT Closure of Air Traffic System Evaluation Program (ATSEP) Observation for Big AFB, Wy							DATE 1 Nov 98
SUMMARY							
<p>1. Request closure of the following observation from 11-15 Aug 98 ATSEP Report (Tab 1):</p> <p>OBSERVATION: The inverter for the OJ-314 Communications Switch in the control tower was turned off. This resulted in complete loss of all land lines in the control tower when a loss of commercial power was simulated which seriously impacts Air Traffic Control (ATC) operations.</p> <p>2. Request for closure addressed in Big Airfield Operations Board (AOB) minutes. (Tab 2)</p> <p>3. Approval for closing the observation is based on the following:</p> <p>CORRECTIVE ACTION: 00 CG/SCMRT procedures have been changed to ensure the inverter is not turned off. All maintenance technicians have been trained on the new procedures. This is indicated in the memorandum, dated 1 Sep 98. (Tab 3)</p> <p>4. RECOMMENDATION. AFMC/DO grant closure approval for Big ATSEP observation by signing this SSS.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>Thomas D. Mann, Maj, USAF Commander, Systems Flight</p> </div> <div style="width: 45%;"> <p>3 Tabs</p> <ol style="list-style-type: none"> 1. Extract of Big ATSEP Observation 2. Extract of Big Oct 98 AOB Minutes 3. Memorandum from 00 CG/SCMRT, 1 Sep 98 </div> </div>							